



Code: 0631

Family: Information Technology

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Information Technology

CLASS TITLE: IT ARCHITECT (DoIT)

CHARACTERISTICS OF THE CLASS

Under direction, functions as a technical expert in the design, development, and implementation of architectures; and performs related duties as required

This is a multidiscipline class and based on the operational needs of the Department of Innovation and Technology, positions will be allocated across various departmental divisions/units. Common disciplines include but are not limited to: *Security, Network, Platform, Applications, Solutions, and Data Analysis*.

ESSENTIAL DUTIES

- Designs architectural methodologies and reviews existing systems and new technologies to assess how they will fit within the overall architecture framework
- Solicits information and translates business, information, and technical requirements into a architectural blueprint that outlines solutions to achieve business objectives
- Develops enterprise level solutions that integrate across applications, systems, and platforms
- Creates architecture specifications and other design artifacts representing the approach and effect of new proposed solutions
- Leads architecture and design reviews of IT solutions to ensure solutions align with business requirements, integrate effectively with other services, and fit within the overall architecture framework
- Develops and maintains documentation of procedures, standards, and technical requirements related to area(s) of development
- Ensures standards and framework compliance across the business enterprise
- Develops and defines the structures of solutions and architectures to meet business goals
- Employs data models and architectural frameworks to identify relationships and gaps between business objectives, processes, and technical systems
- Oversees pilot studies of new technologies to gain thorough understanding of technology capabilities
- Functions as a senior expert and change agent communicating with senior City leadership, stakeholders, business owners, and customers to discuss project strategy, direction, and changes
- Ensures work efforts achieve the outcome specified within the IT strategy, including appropriate strategic and life cycle management plans
- Serves as a key technical advisor to vendor evaluation committee
- Provides direction to contracted vendors and DoIT employees responsible for implementing City-wide information technology initiatives
- Stays abreast of emerging technologies, best practices and regulations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Technology/Systems, Business Administration or a directly related field plus five (5) years of Information Technology experience or an equivalent combination of education, training, and experience. Depending upon Bureau/Division assignment, the type of Information Technology experience may vary.

Licensure, Certification, or Other Qualifications

- Preference may be given to applicants who hold applicable professional licenses or certifications relative to the specific responsibilities of the position.

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Client/server computers
- Micro and mini computers
- Local area/wide area communications network

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *IT concepts, principles, methods, and practices in the assigned specialty area
- *IT architecture and design methodologies
- *requirement analysis principles and methods
- *systems testing and evaluation principles, methods, and tools
- data modeling

Moderate knowledge of:

- *technical documentation methods and procedures
- Systems Development Life Cycle (SDLC)
- new and emerging information technologies and/or industry trends

Knowledge of applicable City and department policies, procedures, rules, and regulations,

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **MONITORING** - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **TIME MANAGEMENT** - Manage one's own time or the time of others
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions
- **SYSTEMS ANALYSIS** - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- **SYSTEMS EVALUATION** - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2017